

JOB DESCRIPTION: SUBSTITUTE TEACHER

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

1) JOB TITLE: SUBSTITUTE TEACHER

Other job titles that a Substitute Teacher may be known by include (but are not limited to): Substitute Educator, Substitute Instructor, Guest Teacher, Guest Educator, Teacher on Call, and Relief Teacher, etc.

2) QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to assist implementing an instructional support program with students of varying ages and sizes.
- c) Ability to read, write and communicate in the English language fluently and effectively.
- d) Effective organizational, communication and interpersonal communication skills.
- e) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- f) Maintain student and school personnel confidentiality.
- g) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
- h) Manifests a positive role in school/community relations.
- i) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

3) REPORTS TO AND SUPERVISED BY:

District/School Principal and/or Building Administrator.

4) JOB GOAL:

Provide instruction for scheduled lessons, manage the classroom environment, and promote student learning in the absence of the regular District/School classroom teacher.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students.

5) RESPONSIBILITIES:

District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Teacher, ensuring classrooms are adequately staffed, and communicating progress to parents.

Substitute Teachers work at all times under direction and supervision of School District employees, and shall exercise the following responsibilities:

- a) Report to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- b) Dress in a safe and appropriate manner including sensible footwear as described in the KE Standards of Professional Conduct.
- c) Follow sign in/sign out procedures as prescribed by the District/School principal.
- d) Assume duties of the regular District/School classroom teacher promptly and in accordance with school rules.
- e) Supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by District/School principal.
- f) Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate.
- g) Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School/District lesson plan.
- h) Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Address the various learning styles of students accordingly.
- i) Assign reasonable tasks and homework to students in accordance with the School/District lesson plans.
- j) Seek assistance from neighboring District/School teacher or building administrator if serious or disruptive student behavior problems occur.
- k) Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
- l) Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, District/School, state, and all applicable laws and regulations.
- m) Provide adequate supervision of students and classroom environment to assure health, welfare, and safety of all students.

- n) Allow all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Substitute Teacher should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- o) Allow all students to use the restroom if and when they request to do so. The Substitute Teacher should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- p) Ensure that the students are never left unattended in the classroom.
- q) Report student injury, accidents, illness, and discipline problems to Kelly supervisor and District/School personnel immediately.
- r) Report all personal injury or school property damage and/or theft to Kelly supervisor and District/School personnel immediately.
- s) For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)
- t) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- u) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

6) UNACCEPTABLE DUTIES/RESPONSIBILITIES.

Substitute Teachers employees shall not:

- (1) Use corporal punishment.
- (2) Lift more than 25 pounds.
- (3) Grant permission for a student to leave school before the regular dismissal time.
- (4) Detain a student after dismissal time.
- (5) Communicate information about a student or staff member with anyone but the District/School principal or department head.
- (6) Leave money or valuables in the classroom.
- (7) Leave students unsupervised at any time during the day.
- (8) Perform Bus driving, Driving education, and/or Crossing guard duties.
- (9) Teach a class that requires the use of laboratory, woodworking, metal shop, or any other dangerous equipment (Exception: if the lesson plan calls for book work or videos only. Kelly Education staff should never operate this type of machinery while on assignment).
- (10) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

For the physical safety of the students and the Substitute Teacher and to avoid KE being held liable for injuries, the Substitute Teacher shall not (perform work that will require or permit the following duties):

- (1) Administer medication.
- (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- (3) Have sole supervision of a playground.
- (4) Have sole supervision for releasing a student(s) onto a school bus or other vehicle.
- (5) Transport students in a motor vehicle.
- (6) Be alone with a student in a private setting.¹

The Substitute Teacher shall not be placed on special education assignments that require the following:

- (1) Participate or monitor activities involving feeding or breathing tubes.
- (2) Participate or monitor activities involving diapering, toileting and/or dressing involving personal undergarments.
- (3) Lead, direct or have sole supervision of students for bathroom assistance.
- (4) Physical restraint of a student.

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.